

PURCHASE SECTION REPORT
For Week Ended 26 August 1953

Requisitions

| | |
|--------------------------------------|------------|
| Balance pending end of previous week | 254 |
| Received during week | <u>174</u> |
| | 428 |
| Completed during week | <u>172</u> |
| Balance pending end of week | 256 |

Purchase Orders Issued

| | |
|-----|-------------|
| 144 | \$44,350.21 |
|-----|-------------|

Backlog of Typing

| | |
|--------------------|-----------|
| Purchase Orders | 15 |
| Correspondence | 0 |
| Invitations to Bid | 0 |
| Bills of Lading | <u>-0</u> |
| Total | 15 |

STATUS OF PENDING REQUISITIONS***A.. Without Action**

| | | <u>Estimated Value</u> |
|------------------------|----------|------------------------|
| Held less than 15 days | 150 | \$24,300.00 |
| Held more than 15 days | <u>0</u> | -0- |
| Total | 150 | \$24,300.00 |

B. With Action**Pending Information from Requisitioning Office**

| | | |
|------------------------|----------|----------|
| Held less than 30 days | 7 | 1,370.00 |
| Held more than 30 days | <u>0</u> | -0- |
| Total | 7 | 1,370.00 |

Pending Receipt or Opening of Bids

| | | |
|------------------------|----------|-----------|
| Held less than 30 days | 47 | 18,750.00 |
| Held more than 30 days | <u>0</u> | -0- |
| Total | 47 | 18,750.00 |

Pending Clearance from GPO and/or GSA

| | | |
|------------------------|----------|----------|
| Held less than 30 days | 3 | 2,220.00 |
| Held more than 30 days | <u>0</u> | -0- |
| Total | 3 | 2,220.00 |

Pending Completion of Service and/or Billing

| | | |
|------------------------|----------|--------|
| Held less than 30 days | 49 | 535.00 |
| Held more than 30 days | <u>0</u> | -0- |
| Total | 49 | 535.00 |

Total with Action

| | |
|-----|-------------|
| 106 | \$22,875.00 |
|-----|-------------|

C. Total Pending Requisitions

| | |
|-----|-------------|
| 256 | \$47,175.00 |
|-----|-------------|

D.. Total Hours of Overtime during the past week: None

*Details for each Purchasing Agent are in Purchase Section

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25X1A1a

Contracts, Amendments, executed during period of
20 August 1953 through 26 August 1953

Status of Contract Actions Pending for Contract Section
As of 26 August 1953

| | | |
|---|----|-----------|
| A. No Action | 1 | |
| B. Pending receipt of more information, clearances, etc. | 14 | |
| C. Pending bid Opening and Award | 4 | |
| D. Negotiations Underway | 10 | |
| E. Pending drafting of contractual documents | 6 | 35 |
| F. No further action required by procurement officer | | |
| 1. Pending typing and mailing to Contractor | 17 | |
| 2. Pending signature of Contractor | 15 | |
| 3. Pending final clearance and signature of Contracting Officer | 6 | 38 |
| | | <u>73</u> |

Note: 2 actual requisitions and 28 memos and letters were received during the week which will require contract or other action by the Contract Procurement Officers. Since in many cases two or more of these documents will be consolidated into one action, these figures do not mean that 30 separate actions will be required. The figures above of contract action requests received, completed, or pending are on this consolidated basis. The consolidations, cancellations and transfers resulted in net new contract actions of 2.

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